



HOUSTON COUNTY ENVIRONMENTAL SERVICES

Solid Waste ● Recycling ● Zoning
304 South Marshall Street – Room 209, Caledonia, MN 55921
Phone: (507) 725-5800 ● Fax: (507) 725-5590



Timeline for a Conditional Use Permit Application

Applications for Conditional Use Permits can be found at www.beacon.schneidercorp.com. If you have questions about this process please see the guidelines for *How to Apply for a Conditional Use Permit*.

The Planning Commission typically meets the 4th Thursday of each month in the Houston County Commissioner's Room (hearings in November and December will typically be scheduled for the 3rd Thursday of the month). Generally, the Conditional Use Permit process requires that your completed Application be submitted approximately three weeks prior to your scheduled hearing. Hearing dates may vary depending upon the number of applications submitted. Please contact the Office to discuss your proposal prior to submitting an application.

After you submit the Application you will receive an email with payment information. Please send separate checks for the Hearing fee (\$700) and the Recording fee (\$46), written to the Houston County Treasurer.

Once your payments have been submitted the Application will be review by Zoning Staff. If your Application is deemed complete you will receive an email stating that the Application will be forwarded to the Township and the Planning Commission. If more information is needed Zoning Staff will contact you.

Two weeks prior to your hearing, a Hearing Notice will be published in the Caledonia Argus as well as mailed to you, the ten closest property owners, the appropriate Township, and County officials.

About a week before the hearing you will receive a mailed packet containing an applicant letter, Hearing Notice, Agenda and Board Packet. You will be able to provide additional comments the night of the hearing.

The Planning Commission is only a recommending body. After the public hearing, the Application will advance to the Houston County Board of Commissioners for their review and final approval. The Board meeting will be about ten days after the public hearings. Once a decision is made the Conditional Use Permit will be recorded (this may take two to four weeks) and mailed to you.

Your \$700 fee will be processed when the Hearing Notice is sent to the paper (approximately 3 weeks prior to your Hearing) for publishing. The \$46 Recording fee will be submitted to the Records office when your Conditional Use Order is ready to be recorded (after the hearing). If your parcel is involved in a sale or parcel split the Conditional Use Order will not be recorded until the property is surveyed and a legal description is available for attachment to the Conditional Use Order.